



# NEWSLETTER

*Bringing personnel news to our City workforce.*

Jeremy Harris, Mayor  
City & County of Honolulu

October 2003, No. 03-3

Cheryl K. Okuma-Sepe, Director  
Department of Human Resources

## ***Mayor's Outstanding Employees Program to be held on November 6<sup>th</sup> in the City Hall Courtyard***

All employees are invited to attend the Mayor's Outstanding Employees Program to be held on Thursday, November 6, 2003 at 9:30 a.m. at the City Hall Courtyard. Congratulations to all honorees!

### ***CITY MANAGER OF THE YEAR FINALISTS***

***Renee Cho***  
*Human Resources*

***Dean Matsukawa***  
*Honolulu Fire*

***Boisse P. Correa***  
*Honolulu Police*

***Alan F. Fujimoto***  
*Honolulu Police*

### ***SUSTAINED SUPERIOR PERFORMANCE AWARDS***

The Sustained Superior Performance Awards recognize officers and employees who maintain a continuous record of superior performance of all significant duties assigned for a period of two consecutive years. "Significant duties" are those performance requirements which occupy the major part of the employee's working time and which constitute the basis for the classification of his/her position. This year's recipients are:

#### ***Customer Services***

Karen Arizumi  
Delia Carnate  
Adrian Chee  
Edward Oi  
Bonnie Onomura  
Jennifer Takenaka  
Gary Tashima

#### ***Design & Construction***

Lois Chong  
Ann Kimura  
June Pai

#### ***Transportation Services***

Layden Akasaki  
James Burke  
Janice Darby  
Peggy Ho  
Sandy Kobayashi  
Alvina Y. Kubo

#### ***Information Technology***

David Au  
Gregory S. Cieless  
Edmond Loui  
Mercedes Mata  
Keith Matsukado

#### ***Planning & Permitting***

Roy Adaniya  
Gail Inafuku  
Jon Kurio  
Dawn Lau  
Nora Perry  
Carol Sakai-Feiteira

#### ***Honolulu Police***

John Ayat  
Theodore Chun

### ***2003 CITY EMPLOYEE OF THE YEAR NOMINEES***

***Budget & Fiscal  
Services***  
Janice N. Ibaraki

***Community Services***  
Jayne N. Lee

***Customer Services***  
Mona A. McNamara

***Design & Construction***  
Tanya L. Dote

***Emergency Services***  
Matthew L.K. Miller

***Enterprise Services***  
Frank K. Uehara

***Environmental Services***  
Christopher V. Cunha  
Florendo Juan  
Ivy K. Pescador

***Facility Maintenance***  
Daniel C.M. Chun  
Elwood G. Soueria, Jr.

***Honolulu Fire***  
Charles W.M. Griep

***Information  
Technology***  
Keith G.H. Ho

***Medical Examiner***  
Roland W. Yap

***Parks & Recreation***  
Gilbert T. Arii  
Glenn H. Kajiwarra

***Planning & Permitting***  
Wayne Y. Nakamura

***Police Department***  
Clayton G. Kau

***Prosecuting Attorney***  
Tammie U. Uyechi

***Transportation  
Services***  
Darin Mar

***Board of Water Supply***  
Carolyn T. Sawai  
Jason H. Takaki

*The City's Employee of the Year Award recognizes civil service employees who have contributed most to the City by virtue of work performance, work efficiency, self development, special acts, or community services, thereby sustaining pride in work performance and fostering excellence in public service.*



***Who selects the CITY EMPLOYEE  
OF THE YEAR and CITY  
MANAGER OF THE YEAR?***

*A committee of private citizens  
selects the City's Employee of  
the Year and Manager of the Year.*



# Going Electronic!

No more paper processing...no more lost forms!

Thanks to the many “wizards” at the Department of Information Technology (DIT), several personnel-related forms are now being processed electronically via the City’s electronic workflow system.

The Form B129, Request to Fill and Reallocate and the Form B130, Request to Create went “live” on March 17, 2003. The Form CS-C1, Request for Personal Services Contract went “live” on August 1, 2003.

The electronic workflow or “eforms” system allows departments to process various forms via the City’s intranet. The eforms system helps departments and agencies process, monitor and track their personnel requests more quickly and efficiently. The benefits of eforms include: reducing paper usage, reducing wasted time departments spend tracking requests, eliminating “lost” or “misplaced” requests, and the ability to create ad hoc reports as required.



In addition to the electronic workflow system, DIT established a Position Description (PD) Repository which electronically stores position descriptions in one central location. Authorized departmental personnel staff can now access official position descriptions via the City’s intranet. Our Classification and Pay clerical staff has been diligently scanning all current position descriptions for storage in the repository, so that eventually all PDs will be accessible electronically.

Departments are responsible for establishing their own internal procedures for processing the eforms and authorizing access to the PD Repository. If you are involved in the processing of personnel requests and position descriptions, and would like to learn more about the eforms system and/or PD Repository, contact your Departmental Personnel Officer or Administrative Services Officer.

Establishment of the electronic workflow system required the collaboration of DIT, DHR and line departments and agencies. While continuing with their regular day-to-day work, employees processed, tracked and monitored “test requests” to ensure that the system worked as planned. Without their invaluable assistance, feedback, comments and recommendations, the three resultant eforms would not have been as complete and successful.

*Mahalo*

A big MAHALO to the  
**DIT Wizards**  
our “System Designers”

**Gwen Yee, Richard Do, Allison Chang and Stacey Toi** for the development and implementation of an incredible eforms system. Their vision, dedication and desire to create a user-friendly system that is responsive to the City’s needs, and their “can do” attitude was phenomenal.

No new product or system can be implemented without preliminary testing. Kudos to the members of our



#### “Pilot Test Group”

*CLK* – Roxanne Vagay; *ENV* – Elvina Yamashiro, *DFM* – Cindy Johanson, Sharon Ching & Ernest Taketa; *DHR* – Sharon Ito, Karen Peterson, Wayne Tanigawa, Chieko Hirano, Jane Kunimura, Denise Higashi, Kristi Shiraishi, Lila Tom, Dave Abe, Lorraine Nomura, Gwynne Inamasu, Lois Yoshikawa & Renee Cho; *DPR* - Gary Cabato, Gordon Tanaka, Ron Schaedel & Kathleen Yogi; *HFD* – Dean Matsukawa & Michael Ito; *HPD* – Major Dave Kajihira, Capt. Delbert Tatsuyama, Marjorie Morgan, Rosalynn Bee, Patti Chisum, Francis Fujimura & Gordon Tamasaka; *BFS Fiscal* – Stan Miyata, Ann Sakurao, Roger Honda, Wesley Iwamoto, Jeanette Kawamura, Wes Wachi, Glenn Matsuda, Kelii Sato, Wesley Kira & Patrick Osumi; *BFS Budget* – Marcia Bise, Joyce Kawada & Cheryl Watson. Other departmental staff may have been involved in the testing process. Our sincere appreciation to you as well!

## CAREGIVER EDUCATION & SUPPORT GROUP SCHEDULE Monday, 12:00 pm to 1:00 pm



October 6, 2003 – “Talk Story” Session

October 20, 2003 - Sharon Hicks from Hawaii Prescription Care

**All meetings are held at the DHR Annex  
(Red brick building across from the Mission Houses)**

For information call Lorraine Fay at 523-4762 or email at [lfay@co.honolulu.hi.us](mailto:lfay@co.honolulu.hi.us)

Department of Human Resources • Job Information Center • 650 South King Street, 10<sup>th</sup> Floor  
Hours: 7:45 A.M. To 4:30 P.M. • 24-Hour Job Information Line: 523-4301

Visit our website at: [www.co.honolulu.hi.us/hr](http://www.co.honolulu.hi.us/hr)

